G.M = 1915

135 & 15

SL NO 1

"Circular directing letters to Govt.
to be typed in an easily readily manner

G. R. S. 58]

Previous references.

File No. 135-15

1915-16

Serial Nos.

(Genl)

Later references.

Fr 176-95-1

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for August 1915

SUBJECT.

Circular directing letters to Govt Obtypes to be typed in an easily reading manner

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GPB—10,000—23-3-15

G. R. S. 11] 1915-

GENERAL AND REVENUE SECRETARIAT.

(Genl Brs)

NOTES.

Genl File No. 135-15

FILE HEADING.

Communications to Govt

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

Extract from 1st Member's remarks on A & I file 129-14

" A Circular may be issued that typed letters sent to Govt. should be properly typed so as not to faint & difficult to read. The Director's letter

Ref 150-15
Genl

NOTES—First Sheet.

GPB—20,000—8-8-14

G. R. S. 12]

General and Revenue Secretariat.

GPB File No. 135 of 1915-16

Serial No.	
	in this case is particularly bad".
	"Initd" H.V.N. 15.7.15
	2nd Secretary's order thereon.
	"Send file to Gen. & Rev. Secretary for circular being issued, as it seems better that the circular should issue from the Genl. Branch"
	"Initd" C.S.B. 16.7.1915.
	Draft order put up
	BR hrs 28/7/15 Please put up a tidy draft as revised
	Mon 29.7
	Tidy draft put up.
	2nd hrs 30/7 Secy) A tidy draft revised may be put up
	Mon 30/7
	Draft
	Mon 31/7
	Tidy draft put up.
	BR hrs 2/8/15 Secy)
	Mon 2/8
	Approved Draft
	Issue
	Mon 5/8
1	Allotments No GT 860-960 of 11-8-15
	Shapes that letters to post should be clearly typed

NOTE—Contn. sheet.

GPB—25,000—30-4-15

G. R. S. 26]

SUBJECT.....

.....

.....

Diary No. of letter replied to MR 150

Section Jm.

File No. 135-15

Serial No. 1

General and Revenue Secretariat

( )

, the 191

Circular No. C. 1860-910

Date of issue 11. 8. 15

To

All Head of Depts

by Comrs of Dts

and other Officers of Govt

Signed by Lieut Col R. Rau.

Sir,

Govt have had occasion to notice instances in which communications addressed to them had been typed with very faint impressions.

2. I am therefore to request that Suitable instructions may be issued to the effect that all letters addressed

over.

Telegrams should in future be so typed as to render the matter easily readable even after the lapse of some time.

List of enclosures.

Copied by

Examined by

Communications to Government.

No. G. 1860-910 / G. M. 135-15-1

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE, GENERAL AND REVENUE SECRETARIAT.

Dated Bangalore, 11th August 1915.

CIRCULAR.

From

D. M. NARASINGA RAO, ESQ., B.A., B.L.,
Officiating Secretary to the Government of His Highness the Maharaja of Mysore, General Department.

To

All Heads of Departments, Deputy Commissioners of Districts and other Officers of Government.

SIR,

Government have had occasion to notice instances in which communications addressed to them had been typed with very faint impressions.

2. I am therefore to request that suitable instructions may be issued to the effect that all letters addressed to Government should in future be so typed as to render the matter easily readable even after the lapse of some time.

I have the honour to be,
Sir,
Your most obedient servant,
D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. Dept.

Exd.—C. R.